

CHAPTER 6: IRP RENEWAL

6.000 General Information

The registration year for California IRP is the calendar year, January 1 through December 31. In early October each year the Department mails out an IRP renewal notice to all active IRP carriers that have an account in good standing. The renewal package contains all of the specific instructions on how to prepare the renewal documents. Therefore, this chapter covers only the general requirements and information applicable to the IRP renewal process.

If you have an IRP account that is in good standing and have not received a renewal notice by October 15, contact the IRP Operations Section at (916) 657-7971.

6.005 Processing Priorities

Applications are processed in order of the date received in the IRP Operations Section. The department may appropriate a portion or all of the renewal fees paid in order to complete the processing of applications previously submitted that have a balance of fees due or any audit fees due.

6.010 Payment Methods

A personal or company check is acceptable for payment unless a dishonored check was submitted on the apportioned account within the past three years. ***If a dishonored check was submitted within the past three years, then only certified funds will be acceptable for payment.***

6.015 Temporary Registration Authorization

Temporary Registration Authorization permits for renewal applications may be issued when the IRP Operations Section has received the renewal application, with payment of all fees due, and evidence of insurance.

6.020 Performance and Registration Information Systems Management (PRISM)

An updated **MCS-150** Form census information must be submitted every 24 months in order to meet the PRISM requirements.

CHAPTER 6: IRP RENEWAL

6.025

Payment of Fees and Penalties (CVC Section 9554)

Apportioned registration renewal fees are due and must be postmarked or submitted to the department no later than midnight December 31. Failure to pay fees by this date will result in an assessment of penalties on the California renewal fees. California Vehicle Code (CVC) Sections 9554 will apply to delinquent IRP Renewal applications. The penalty schedule is as follows:

1 – 10 days

\$10 Registration Fee Penalty
Add VLF Fee + Weight Fee
Multiply (X) 10%

11 – 30 days

\$15 Registration Fee Penalty
Add VLF Fee + Weight Fee
Multiply (X) 20%

31 days – 1 year

\$30 Registration Fee Penalty
Add VLF Fee + Weight Fee
Multiply (X) 60%

More than 1 year – 2 years

\$50 Registration Fee Penalty
Add VLF Fee + Weight Fee
Multiply (X) 80%

More than 2 years

\$100 Registration Fee Penalty
Add VLF Fee + Weight Fee
Multiply (X) 160%

The payment amount that must be submitted is shown on the Renewal Summary Page. Payment Options are as follows:

- 100% California Fees **or**
- *CA Apportioned Fees + Other Jurisdiction Fees **or**
- \$250 per vehicle per month **or**
- \$300 per vehicle per month (purchase price of \$200,000 or more)

Renewals may not be submitted with California apportioned fees only. Failure to submit fees in all qualified foreign IRP jurisdictions subjects the fleet vehicles to violation in any affected IRP jurisdiction including California.

*A copy of the billing from the registrant or Registration Service Agent's system software that was utilized to calculate fees for CA and other jurisdiction(s) must be submitted with the renewal application.

CHAPTER 6: IRP RENEWAL

6.030 **Withdrawn or Deleted Vehicle Policy**

(IRP VII, Section 700)

An IRP renewal fleet listing and request for a withdrawn or deleted vehicle(s) must be received on or before December 31 to avoid registration fees for the following year. The license plates and cab card for the withdrawn or deleted vehicle(s) must be surrendered to the department by January 31 or renewal fees and penalties will be assessed for the withdrawn or deleted vehicles(s).

If a vehicle is withdrawn or deleted from the fleet after the renewal application is submitted to DMV, a supplement application Schedule C (Reg. 2118 IRP) is required, to list the vehicle as deleted. If the vehicle operated after December 31, the vehicle will not be withdrawn or deleted from the fleet. The renewal billing will include registration and late penalty fees for the vehicle. A refund will not be issued.

6.035 **Late Renewals (CVC Sections 4604.2 (c), 4604.5 (b))**

Late renewals are subject to assessment of fees and penalties for all vehicles in the fleet as of December 31.

A Certificate of Non-Operation (CNO) is valid for waiver of penalties only and will not reduce the twelve months of fees required on renewal applications.

A CNO submitted with renewal documents may be accepted for 90 days following the IRP registration expiration date for waiver of penalty fees only. For customers submitting a CNO on day 91 or later penalty fees may be assessed.

IMPORTANT: *Planned Non-Operation (PNO) does not apply to vehicles registered under the IRP.*

CHAPTER 6: IRP RENEWAL

6.040

Evidence of Public Liability Insurance (V.C. 4000.37)

Each IRP registrant is required to submit proof of valid public liability insurance with their renewal application.

The department shall require that the applicant submit the following:

- An International Registration Plan (IRP) Certificate of Insurance Form (Reg 5009 IRP) completed by your insurance company

OR

- Evidence of Insurance containing the following information:
 - a) The name and address of the vehicle owner or fleet operator.
 - b) The name, and address of the insurance company or surety company providing a policy or bond for the vehicle (the National Association of Insurance Commissioners (NAIC) number) and.
 - c) The policy or bond number, the effective date and expiration date of the policy or bond.
 - d) A statement from the insurance company or surety company stating the policy or bond meets the requirements of CVC Section 16056 or 16500.5 and is a commercial or fleet policy. One form may be submitted per fleet as specified by the department.

IMPORTANT: California IRP cab cards or temporary registration authorization permits will not be issued for any fleet that is not in compliance with the requirement to submit proof of insurance.

CHAPTER 6: IRP RENEWAL

6.045

Federal Heavy Vehicle Use Tax (FHVUT) (V. C. 4750)

Proof of payment for FHVUT is required to be submitted with your IRP renewal application for all power units qualified for operation in any jurisdiction at a combined gross vehicle weight (CGVW) of 55,000 lbs. or more. Acceptable proof consists of one of the following:

- Original or photocopy of Schedule 1, Form 2290 or 2290-EZ, validated by the Internal Revenue Service (IRS).

or

- Original or photocopy of Schedule 1, Form 2290 or 2290-EZ and a photocopy of the front and back of the canceled check made payable to the IRS in payment of the tax.

or

- Photocopy of an electronic filing (IRS e-file) of the form 2290 or 2290EZ.

IMPORTANT: California IRP cab cards will not be issued to a fleet that is not in compliance with the requirement to submit proof of payment of Federal Heavy Vehicle Use Tax.

6.050

Registration Service Agent Reauthorization

Authorization by an IRP registrant to be represented by a registration service agent is only valid for the year in which it was filed and must be renewed annually with the IRP renewal application if the business relationship will be continued. Requirements for renewal of the authorization are the same as for original IRP applications.

IMPORTANT: Registration Service Agent must provide their Occupational License number and expiration date.

For instructions to complete the Registration Service Agent Authorization refer to Chapter 1, Section 1.025.

CHAPTER 6: IRP RENEWAL

6.055 **Agreement to Prepare and Maintain Records and Report Information In Accordance With International Registration Plan and California Apportionment Requirements - REG. 522 (CVC Section 8057 and IRP XV)**

All IRP applicants are required to read, understand, and adhere to the record keeping provisions of the IRP Agreement. The specific record keeping requirements are printed on this form and the form must be completed and signed by an authorized company official before any California IRP operating authority is granted to the applicant. A registration service agent may not sign this form.

Failure to maintain records according to the provisions of the IRP Agreement and the California Vehicle Code may result in the assessment of substantial fees, interest, and penalties.

6.060 **IRP Renewal Documents:**

Page A – Renewal Cover Page: identifies the account name, address and account number currently on file. It also states the last day payment may be made before penalties are assessed and where to mail or submit the completed renewal application. *This form may be retained or destroyed.*

Page B – Carrier Information Page: All business entity information, as recorded in the California DMV IRP computer records, including your type of operation is preprinted on this page. **If corrections or changes to the information are necessary, enter the corrected information in the blank spaces to the right of the printed information.**

- Changes or corrections to your business name must be accompanied by a Statement of Facts, Motor Carrier Fleet Name Change (Reg. 256M). Contact the IRP Operations Section at (916) 657-7971 to obtain this form.
- When reporting a change of your business (physical address, a copy of a rent or mortgage receipt for one month indicating the exact new business address is required.
- Complete all fields on the “Carrier Information Page” including the OL expiration date, USDOT #, and Taxpayer ID (FEIN or SSN).

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued)

Page C – Renewal Schedule B – Distance Report:

The distance-reporting period on which the distance percentages are based from July 1st through June 30th of the previous year.

This form must be completed according to the following instructions and signed and dated by an authorized registrant employee or agent.

The information entered on this page determines which jurisdiction will be listed on the vehicle cab cards and the computation of distance percentage and registration fees for each qualified IRP jurisdiction. Renewal distance percentages are always based on the ***historical*** percentage of distance traveled in each jurisdiction during the distance-reporting period. ***Actual distance must be listed.*** Interstate distance accrued by trip permit or alternative jurisdiction IRP base registration must be reported as actual distance.

Estimated distances are only allowed on renewal applications for the following situations:

- When a fleet began interstate operations after ***April 1st*** of the preceding year and there is 90 days or less of actual distance in the distance-reporting period.
- For jurisdictions in which no distance was accrued during the reporting period but in which travel is anticipated for the subsequent registration year.
- The first time that a jurisdiction is added to a renewal or initial application, estimates will be allowed. First year estimates are within 100%. Second year estimates for a jurisdiction will be considered over and above 100%, provided the operation of the fleet was more than 90 days (IRP Agreement, Article IV, Section 400(b)).

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued):

Page C (continued)

Registrants that qualify to report estimated distance in one or more jurisdictions must report estimated distance using the one of the following methods:

Method #1 – Use the distances shown on the “California Estimated Distance Chart” (**Refer to Chapter 3 – Section 3.025**). If you choose to use the distances shown on the “California Estimated Distance Chart”, no substantiation of the distance estimates will be required.

OR

Method #2 – Calculate realistic estimated distances in the jurisdiction in which you anticipate travel by identifying points of departure and destination, routes of travel, frequency of trips and any other factors that will determine the in-jurisdiction miles for each qualified jurisdiction. If you choose to calculate your own distance estimates, you must submit a detailed plan identifying all of the factors named above that were used to determine the estimated distances and the calculated distance for each proposed movement. The Department may reject estimated distances that do not appear to be realistic. If your estimates are rejected, the mileage shown on the “California Estimated Distance Chart” will be used to establish the California and foreign jurisdiction estimated distances.

The Department will not accept amendments to distance schedules that are amended for the purpose of deleting jurisdictions in which estimated distance was originally reported if a temporary registration was previously issued or the application has already been processed and issued an IRP billing invoice.

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued):

Page C (continued)

Improper completion and /or errors or omissions on the distance schedule by registrants and agents is the most common reason for errors in the IRP registration process. Please be especially careful to complete all elements of the form exactly as explained below:

- 1) Boxes to the left of each listed jurisdiction. Place an "X" in the box before the jurisdiction name **if you wish to be qualified for IRP operation in that jurisdiction.** If distance is reported for a jurisdiction but operation is not desired there, then do not "X" the box preceding the jurisdiction. **Instead,** list the jurisdiction in the far right hand column.
- 2) "EST" column to the right of each listed jurisdiction. Place an "E" or "X" in the column headed "EST" to the right of the jurisdiction name for any jurisdiction in which distances were estimated.
- 3) Distance column to the right of the "EST" column. Enter the total estimated or actual distance figure for each jurisdiction.
- 4) The column to the far right of the page. List in this column only IRP jurisdiction for which distance is reported but qualification for operations is **not desired.**
- 5) If you are requesting a jurisdiction and you checked "√" the box but did not indicate any miles, **DMV will not bill for this jurisdiction.** If the carrier wants to travel in the jurisdiction without mileage indicated, the following documents must be submitted:
 - If renewal has ***not*** been updated and indicia have ***not*** been issued, you must submit a "Statement of Facts" requesting desired jurisdiction and a corrected Schedule B indicating the mileage.
 - or**
 - If renewal has been updated and indicia were issued, you must submit a Schedule C (Reg.2118 IRP), "Jurisdiction Addition", and copy of the distance Renewal Schedule B indicating actual or estimated mileage (refer to Chapter 5).

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued)

In determining the jurisdictional distance percentages, the department **will not include** distance reported for Alaska, Mexico, or any IRP jurisdiction in which distance was accrued but for which IRP qualification is not requested for the renewal year.

If you report actual distance for some jurisdictions and estimated distance for other jurisdiction, the distance percentage for the actual distance jurisdictions will be computed based on the total actual distance. The distance percentages for the estimated jurisdictions will be computed using the combined total of all estimated and actual distance. All fees based on second or subsequent year distance estimates shall be computed over 100% (IRP IV, 400).

Page D – Schedule B Continuation Page:

Operation is anticipated in the new jurisdiction for the subsequent year, but no actual mileage has occurred

(Refer to Page C – Method #2).

Page E – Summary Page:

Complete this page only after reviewing and completing all other renewal pages. Complete this page to record adjustments to the preprinted vehicle totals and compute the fees due.

- > Preprinted vehicle totals for the fleet power units are shown in the section titled “Fleet Vehicle Count Reconciliation”.
- > Under the second column, “Vehicles added during the fourth quarter” (October through December), enter the number of vehicles you listed on Page F.
- > Under the third column, “Vehicles deleted from renewal as of 12/31”, show the number of vehicles that you are deleting with copies of the fleet vehicle listing pages.
- > Under the fourth column, add the preprinted amounts to the second column and delete the amounts in the third column.

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued)

Page E – Summary Page (continued)

Fee Calculation Instructions:

Complete the fee calculations on this form according to instructions listed below:

Line#	Calculate the line & Special Instructions
1	Preprinted with 100% California Fees due for all vehicles preprinted on Pages G, H, and I.
2	Enter the total 100% California fees for the vehicles you are deleting on copies of the vehicle listings pages. <i>These fees will be deducted from the preprinted total.</i>
3	Enter the total 100% California fees due for the vehicles you listed on Page F, "Fourth Quarter Vehicle Additions". <i>These fees will be added to the preprinted total.</i>
4	Show the adjusted amount of 100% California fees due here. <i>This line is the result of line 1 minus line 2 plus line 3 (line one – line two + line three = 100%)</i>
5	Optional Payment - \$250 per vehicle per month (Renewal would equal 12 months)
6	Optional Payment – \$300 per vehicle per month (only if purchase price is \$200,000 or more)
7	Enter the total cab card fees of \$2.00 per vehicle renewed
8	Preprinted \$2.00 Application fee
9	Enter the total of lines 4, 7, and 8. <i>Option – You must pay either the total of line 9 or line 10.</i>
10	Enter the total of lines 5 or 6, 7 and 8 <i>Option – You must pay either the total of line 9 or line 10.</i>

Registration Service of Agent Authorization

Registration Service Agent Authorization is only valid for the calendar year for which they were issued and must be renewed each year. If a registration service agent will be authorized to complete and submit IRP applications for the IRP registrant for the current registration year, the authorization section must be completed and signed by an authorized employee of the IRP registrant. Notify the IRP Operations Section immediately in writing when an agent is no longer authorized to handle your account.

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued):

Page E – Summary Page (continued):

Declaration and Signature (Required)

The signature declaration must be completed and signed by an authorized employee of the registrant or an authorized employee of the appointed registration service agent.

Lessee motor carrier fleets must certify annually that written lease agreements are on file and available for inspection for all owner-operator lessor vehicles registered in the fleet. If the registrant is a lessee motor carrier fleet consisting of vehicles leased from owner-operators, the registrant must place an "X" or "✓" in the box on the left bottom of the document which reads "I certify that written lease agreements are maintained on the file for all leased owner-operator vehicles registered in this IRP Fleet".

Page F – Fourth Quarter Vehicle Additions Page

YOU MAY NOT USE THIS FORM TO ADD VEHICLES TO YOUR FLEET FOR THE FIRST TIME.

Vehicles being added to the fleet for the current registration year that were not registered in the fleet during the prior year must be submitted separately on a Schedule C (Reg 2118 IRP), Supplemental Vehicle Addition application.

Use this page to list any vehicles that were added to your fleet by supplement in the prior year between the date the renewal documents were printed and mailed by DMV and December 31st.

Refer to Page E - Add the 100% California fees so that you compute for vehicles entered on this page on line 3 of the Summary Page E.

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued):

Page G – Pending Vehicle Page

This page is issued conditionally only for vehicles that were in the process of being added to your fleet as of the date your renewal documents were printed and mailed by DMV. Vehicles listed on this page were registered in the prior calendar year on supplemental applications that have not yet been completed and cab cards have not yet been issued. These vehicles will not be renewed until your application has been updated or unless you delete them.

Page H – Cited Vehicle Page

Vehicles listed on this page have outstanding parking or owner's responsibility violations on record. Although renewal fees for these vehicles must be paid by midnight December 31st to avoid assessment of penalties on the California fees, the DMV is required by statute to withhold issuance of operating credentials until the citations have been cleared with the adjudicating court or parking agency. Contact the IRP Operations Section for specific citation, bail, or court information.

Owner responsibility violations

An owner's responsibility violation can only be cleared from the DMV records when an "Abstract of Court Release Adjudication" (Form DL106R) issued by the court of adjudication and the DMV citation transaction fee of \$10 (CVC Section 40611 (a)) has been submitted to the department.

Parking violations can only be cleared from the DMV records if the customer submits an "Abstract of Court Release" issued by the court or parking agency of adjudication or the full bail amount is submitted to DMV.

You may delete these vehicles from your fleet with renewal by placing an "X" or "√" in the box at the end of the vehicle data line under the heading "Delete"

You may correct vehicle data or currently qualified jurisdictional operating weights by placing an "X" or "√" in the box at the end of the vehicle data line under the heading "Correct Data" and entering the corrected information on the change line directly beneath the affected data element.

If you are qualifying your fleet for a new jurisdiction, be sure to complete, sign and return a "Jurisdiction Addition Weight Qualification Page".

CHAPTER 6: IRP RENEWAL

6.060

IRP Renewal Documents (continued):

Page I – Fleet Listing Page(s)

Vehicles that have been registered in your fleet and were issued California cab cards for the previous registration year are listed on this page with all data pertinent to vehicle identification and operational weights.

The department has implemented the weight decal provision of CVC Section 9400.1. The statute requires a pair of weight decals and year stickers to be placed on each commercial vehicle subject to weight fees to the Commercial Vehicle Registration Act (CVRA). Each commercial vehicle will receive a pair of weight decals and a year sticker to be placed on the existing weight decal. Fleet listing will indicate “WDL” with a fee of \$3.00 per vehicle.

Carefully compare this listing with your record for data accuracy!

IMPORTANT: Actual distances traveled by any deleted vehicles for all or part of the distance reporting period must be reported. Substitution of vehicles does not circumvent or negate the IRP actual distance reporting requirement.

You must return the original or a copy of any page that you have marked to show basic vehicle data or weight qualification changes or vehicle deletion(s).

If you are qualifying your fleet for a new jurisdiction, be sure to complete, sign and return a “Jurisdiction (State) Addition Weight Qualification Page”.

Once you have reviewed and complete all other pages, return and complete the “Summary Page (E) as instructed.